

United States Department of Agriculture



Natural Resources Conservation Service  
655 Parfet Street, Room E200C  
Lakewood, Colorado 80215

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VIA ELECTRONIC MAIL

**COLORADO BULLETIN NO.:** CO- 230-05-02

Date: June 27, 2005

**SUBJECT:** Civil Rights Training

**TO:** All Colorado NRCS Employees

**PURPOSE:** Requirement for all employees annually

**EXPIRATION DATE:** September 30, 2005

**ACTION REQUIRED BY:** September 30, 2005

The Department of Agriculture, Office of Civil Rights, in Accordance with Departmental Regulation 4120, requires that all employees receive annual Civil Rights Training for fiscal year (FY) 2005.

FY 2005 Civil Rights training consists of two parts:

1. Prevention of Sexual Harassment
2. Cultural Diversity

Part 1 is entitled, "*Stopping Sexual Harassment Before it Starts*" and Part 2 is entitled, "*Handling Diversity in the Workplace: Communication is the Key.*" This mandatory training will be e-mailed to all NRCS employees through the USDA Agriculture Learning Service (AgLearn) website. The training material can be printed to take with you to read. However, the evaluation form, which is included on the AgLearn e-mail, will need to be completed online to receive credit for completing the course. **Civil Rights training Parts 1 and 2 must be completed no later than September 30, 2005.**

This is a reminder to all Colorado employees that sexual harassment is against the law and will not be tolerated in any form. All employees must be educated about and fully understand the serious nature of this topic.

Every employee must share in the responsibility for preventing sexual harassment. If you are a victim of sexual harassment or a witness to inappropriate behavior, please report it. Remember it is not the intent of the harasser, but the impact of the harasser's action on others, which is important. If you are engaging in such behavior, be warned that penalties can range from a letter of reprimand to removal.

If you have any questions, please contact Ila Binard, State Administrative Officer, at (720) 544-2822 or Henry Jackson, Training Officer, at (720) 544-2825.

*/s/Frank Riggle (Acting for)*

DENNIS ALEXANDER  
Acting State Conservationist

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